

## PLANNING ASSISTANT

### NATURE OF WORK

This is responsible, sub-professional administrative and technical work in developing and revising limited portions of various specialized City Plans.

Work involves responsibility for interpretation of the subdivision and related ordinances for interested persons and for applying basic research and statistical skills to the compilation of raw planning data, and the preparation of reports and summaries. Work also requires a working knowledge of the Comprehensive Plan, the planning process, and the department's relationship with other departments. Considerable latitude for the exercise of independent judgment may be allowed in routine studies once basic procedures and policies are learned. Professional advice is always available. Work is subject to careful technical review in progress and upon completion by a technical or administrative superior. Supervision may be exercised over technical subordinates.

### EXAMPLES OF WORK PERFORMED

Reviews all proposed administrative subdivisions for compliance with the land subdivision ordinance; confers with engineers and subdividers relative to required or suggested changes.

Participates in making various planning studies, such as population counts and projections, housing rehabilitation studies, business district plans, and other similar projects; prepares drafts of recommendations and reports for review by professional planners.

Answers questions regarding application of the zoning and land subdivision ordinances; reviews requested zoning changes; maintains record of zoning board and other actions on zoning questions.

Designs lay-outs for proposed administrative subdivisions; may prepare maps, charts, and graphs.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of zoning and land subdivision ordinances and the methods and procedures by which they are administered and enforced.

Knowledge of basic principles, practices, and techniques of urban planning and planning research.

Knowledge of standard drafting practices.

Some knowledge of land surveying and writing legal descriptions.

Ability to conduct surveys and compile data relative to urban planning.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with co-workers and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school with considerable experience in drafting, cartography and graphic presentation, including considerable working knowledge of the planning process. One or two years of completed study in an applicable field at a college, technical school or university level may be substituted for experience on a year to year basis.

Rev: 4/74

PS2106